

LANCASTER COUNTY  
ASSISTANT EMERGENCY SERVICES COORDINATOR

NATURE OF WORK

This is responsible administrative, technical and complex public contact work assisting the coordinator of the Department of Civil Preparedness in planning, implementing and coordinating various phases of the department of Civil Preparedness as may be needed by the City and County, according to federal and state legislation and regulations. This is an unclassified position.

Work involves the responsibility for assisting in planning, implementing and coordinating various phases of Civil Preparedness for the City and County according to federal and state legislation and regulations. Work also includes assisting in the development of procedures and coordinating same with other governmental agencies, business firms and volunteer workers, plus assisting in the organization of citizen groups and technical advisory committees for assistance in civil preparedness planning and operations. An employee in this class works under the general direction of the Emergency Services Coordinator with work being reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Assists in the fact-finding, analysis and planning phases of a Civil Preparedness and Emergency Service Program; reviews operating procedures and coordinates these procedures with other governmental agencies, business firms and volunteer groups; plans and directs civil preparedness drills; organizes citizen groups and technical advisory committees for assistance in civil preparedness and emergency services planning and operations.

Assists in the recruitment, training and supervision of radiological detection teams; provides technical advice on handling radioactive materials; supervises the transportation of survival equipment and foodstuffs to and from shelter areas.

Under emergency conditions, assists in the coordination of City, County, State, Federal and private resources as may be available and needed to handle the situation.

Prepares speeches, newspaper, television and radio releases; addresses civic, business and other interested organizations on matters relating to civil preparedness and emergency services.

Prepares and disseminates Civil Preparedness booklets, bulletins and lesson plans; recruits, trains and assigns volunteer workers under the direction of the Emergency Services Coordinator.

Performs the functions of the Emergency Services Coordinator in the absence of the Coordinator.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and procedures of Civil Preparedness planning and operations according to federal and state regulations.

7111 LANCASTER COUNTY ASSISTANT EMERGENCY  
SERVICES COORDINATOR

PAGE 2

Knowledge of electronic communication systems, community health and safety services and related emergency service resources.

Some knowledge of the techniques of mass communication.

Ability to plan, organize, implement and supervise complex research projects and operational policies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

Skill in the use of radiological detection instruments.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, education or related field plus progressively responsible experience working in the various phases of a Civil Preparedness program as prescribed by federal and state legislation and regulations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, education or related field plus some experience in an administrative capacity involving program planning and implementation; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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